

APPENDIX 4
INSTRUCTIONS FOR THE COMPLETION OF THE
PRIOR AUTHORIZATION REQUEST FORM (PA/RF)

ELEMENT 1 - PROCESSING TYPE

Enter the appropriate three-digit processing type from the list below. The "process type" is a three-digit code used to identify a category of service requested. Prior Authorization and Spell of Illness requests will be returned without adjudication if no processing type is indicated.

- 126 - Psychotherapy
- 128 - AODA Services

ELEMENT 2 - RECIPIENT'S MEDICAL ASSISTANCE IDENTIFICATION NUMBER

Enter the 10-digit Medical Assistance recipient identification number as found on the recipient's Medical Assistance identification card.

ELEMENT 3 - RECIPIENT'S NAME

Enter the recipient's last name, followed by first name and middle initial, exactly as it appears on the recipient's Medical Assistance identification card.

ELEMENT 4 - RECIPIENT'S ADDRESS

Enter the address of the recipient's place of residence; the street, city, state, and zip code must be included. If the recipient is a resident of a nursing home or other facility, also include the name of the nursing home or facility.

ELEMENT 5 - RECIPIENT'S DATE OF BIRTH

Enter the recipient's date of birth in MM/DD/YY format (e.g., June 8, 1941, would be 06/08/41), as it appears on the recipient's Medical Assistance identification card.

ELEMENT 6 - RECIPIENT'S SEX

Enter an "X" to specify male or female.

ELEMENT 7 - BILLING PROVIDER'S NAME, ADDRESS AND ZIP CODE

Enter the name and complete address (street, city, state, and zip code) of the billing provider. No other information should be entered in this element since it also serves as a return mailing label. Non-billing performing providers (master's degree psychotherapists or AODA counselors) must indicate the clinic name and number as the billing provider.

ELEMENT 8 - BILLING PROVIDER'S TELEPHONE NUMBER

Enter the telephone number, including the area code, of the office, clinic, facility, or place of business of the billing provider. Non-billing performing providers (master's degree psychotherapists or AODA counselors) must indicate the clinic telephone number.

ELEMENT 9 - BILLING PROVIDER'S MEDICAL ASSISTANCE PROVIDER NUMBER

Enter the eight-digit Medical Assistance provider number of the billing provider. Non-billing performing providers (master's degree psychotherapists or AODA counselors) must indicate the eight-digit Medical Assistance provider number of the clinic.

ELEMENT 10 - RECIPIENT'S PRIMARY DIAGNOSIS

Enter the appropriate International Classification of Disease, 9th Edition, Clinical Modification (ICD-9-CM) diagnosis code and description most relevant to the service/procedure requested.

ELEMENT 11 - RECIPIENT'S SECONDARY DIAGNOSIS

Enter the appropriate International Classification of Disease, 9th Edition, Clinical Modification (ICD-9-CM) diagnosis code and description additionally descriptive of the recipient's clinical condition. A diagnosis code is not required on prior authorization requests for psychiatric evaluation or diagnostic tests.

ELEMENT 12 - START DATE OF SPELL OF ILLNESS (not required)

ELEMENT 13 - FIRST DATE OF TREATMENT (not required)

ELEMENT 14 - PROCEDURE CODE(S)

Enter the appropriate HCPCS procedure code for each service requested in this element.

ELEMENT 15 - MODIFIER (not required)

ELEMENT 16 - PLACE OF SERVICE

Enter the appropriate single-digit place of service code designating where the requested service would be performed. Refer to Appendix 16 of this handbook for a list of allowable place of service codes.

ELEMENT 17 - TYPE OF SERVICE

Enter the appropriate type of service code for each service requested. Refer to Appendix 16 of this handbook for a list of allowable type of service codes.

ELEMENT 18 - DESCRIPTION OF SERVICE

Enter a written description corresponding to the appropriate HCPCS procedure code for each service requested.

ELEMENT 19 - QUANTITY OF SERVICE REQUESTED

Enter the number of hours requested for each service.

ELEMENT 20 - CHARGES

Enter your usual and customary charge for each service requested. If the quantity is greater than "1", multiply the quantity by the charge for each service requested. Enter that total amount in this element.

NOTE: The charges indicated on the request form should reflect the provider's usual and customary charge for the procedure requested. Providers are reimbursed for authorized services according to Terms of Provider Reimbursement issued by the Department of Health and Social Services.

ELEMENT 21 - TOTAL CHARGE

Enter the anticipated total charge for this request.

ELEMENT 22 - BILLING CLAIM PAYMENT CLARIFICATION STATEMENT

"An approved authorization does not guarantee payment. Reimbursement is contingent upon eligibility of the recipient and provider at the time the service is provided and the completeness of the claim information. Payment is not made for services initiated prior to approval or after authorization expiration. Reimbursement is in accordance with Wisconsin Medical Assistance Program payment methodology and Policy. If the recipient is enrolled in a WMAF-contracted managed care program at the time a prior authorized service is provided, WMAF reimbursement is allowed only if the service is not covered by the managed care program.

ELEMENT 23 - DATE

Enter the month, day, and year (in MM/DD/YY format) the prior authorization request form was completed and signed.

ELEMENT 24 - REQUESTING PROVIDER'S SIGNATURE

The signature of the provider requesting the service must appear in this element.

DO NOT ENTER ANY INFORMATION BELOW THE SIGNATURE OF THE REQUESTING PROVIDER – THIS SPACE IS RESERVED FOR THE WISCONSIN MEDICAL ASSISTANCE PROGRAM CONSULTANT(S) AND ANALYST(S).